

GPC PURCHASE APPROVAL REQUEST

Request Date: _____

Requested by: _____

ITEM #	ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
TRANSACTION TOTAL -----				

SUGGESTED VENDOR: _____

PREAPPROVAL CHECKLIST

	YES	NO
1. The purchase of these items is authorized by your unit TDA.		
2. The requested item(s) are not available from a mandatory source of supply per FAR Part 8. Waiver or non-availability statement is required if the mandatory source cannot meet your requirement.		
3. Property Book Officer approval has been obtained (if applicable).		
4. Applicable approval / waivers have been obtained and are attached (TASC, IMAR, Local Purchase Authority, etc.)		
5. Use of Appropriated Funds is authorized for this purchase. (RM)		
6. Sufficient funding is available to make the purchase. ("Bulk" Funding)		

CARDHOLDER & APPROVING OFFICIAL CERTIFICATION

The Cardholder certifies that this procurement is to be made in accordance with the applicable rules and regulations governing the use of the Government-wide Commercial Purchase (GPC) Card Program.

(Cardholder Signature)

Date

The Approving Official certifies that all of the above is true and accurate and that the purchase of the above requested items is authorized and approved.

(Approving Official Signature)

Date